

**TOWN OF GREECE  
MAILBOX REPLACEMENT POLICY**

In the event a mailbox and/or post is damaged or displaced as a result of Town operations, the Town will replace the damaged mailbox and/or post with a standard metal mailbox and wooden post at no cost to the resident.

If resident rejects the mailbox offered by the Town, the will reimburse the resident up to \$35 upon the submission of original receipt as proof of purchase.

**TOWN OF GREECE  
MAILBOX REPLACEMENT PROCEDURE**

In the event a mailbox is damaged or displaced as a result of Town operations, the following outlines the Town's procedures:

1. Notice of damage/displacement – direct call from resident or plow operator report. DPW direct call – 225-4590 or Constituent Services – 225-2000.
2. If call from resident, employee will advise resident that Public Works personnel will replace the mailbox and post with a standard metal mailbox and wooden post at no cost to the resident. Such replacement typically occurs within 24-48 hours, weather permitting.
3. If resident does not want the mailbox offered by the Town, employee will advise resident that the Town will reimburse up to \$35 with submission of original receipt as proof of purchase. Original receipt to be submitted to Jon Hellmann in the Department of Public Works.

Department of Public Works  
647 Long Pond Road  
Greece, NY 14612

Town of Greece Town Hall  
1 Vince Tofany Blvd  
Greece, NY 14612